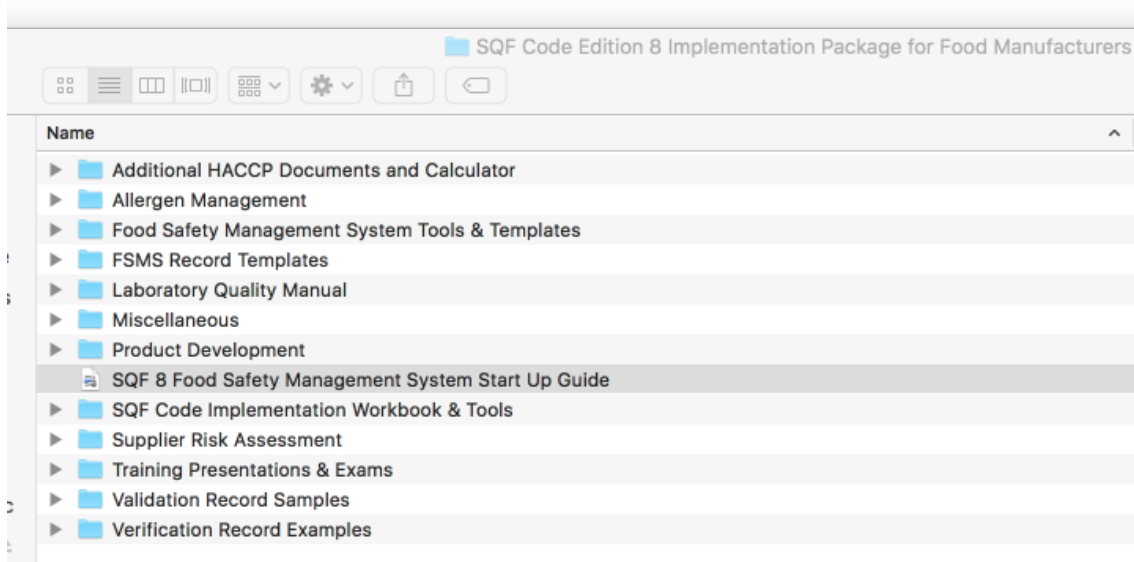Welcome to the IFSQN SQF Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Food Safety Management System Package includes:

- ✓ A comprehensive set of over 70 editable Food Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools

1

When you download the package, you will find this start up guide and 12 folders containing the package documents:

SQF Code Edition 8 Implementation Package for Food Manufacturers

| Name	^
▶ 📁 Additional HACCP Documents and Calculator	
▶ 📁 Allergen Management	
▶ 📁 Food Safety Management System Tools & Templates	
▶ 📁 FSMS Record Templates	
▶ 📁 Laboratory Quality Manual	
▶ 📁 Miscellaneous	
▶ 📁 Product Development	
📄 SQF 8 Food Safety Management System Start Up Guide	
▶ 📁 SQF Code Implementation Workbook & Tools	
▶ 📁 Supplier Risk Assessment	
▶ 📁 Training Presentations & Exams	
▶ 📁 Validation Record Samples	
▶ 📁 Verification Record Examples	

Your first job is to obtain your own copy of the <u>SQF Food Safety Code for Manufacturing Edition 8</u> from the SQFI website (It is free to download)

<u>Start by opening the SQF Code Implementation Workbook & tools folder:</u>

SQF Code Implementation Workbook & Tools

Name
📄 SQF 8 Food Implementation Workbook – IFSQN 2.pdf
📊 SQF Implementation Plan.xlsx

2
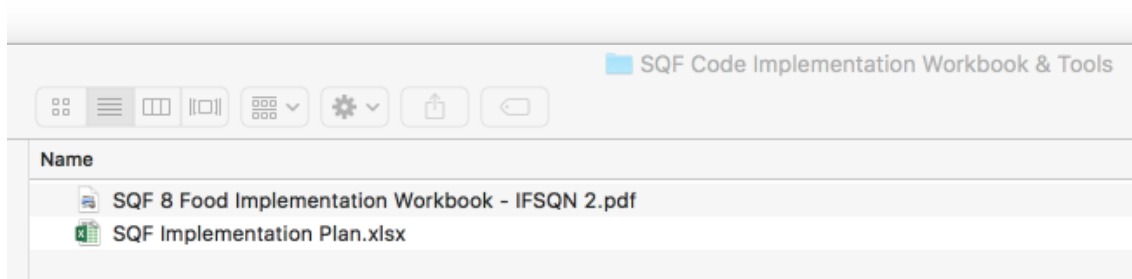
In this folder you will find the **SQF Implementation Plan** which can be used to by Senior Management to plan the development of your SQF Food Safety Management System
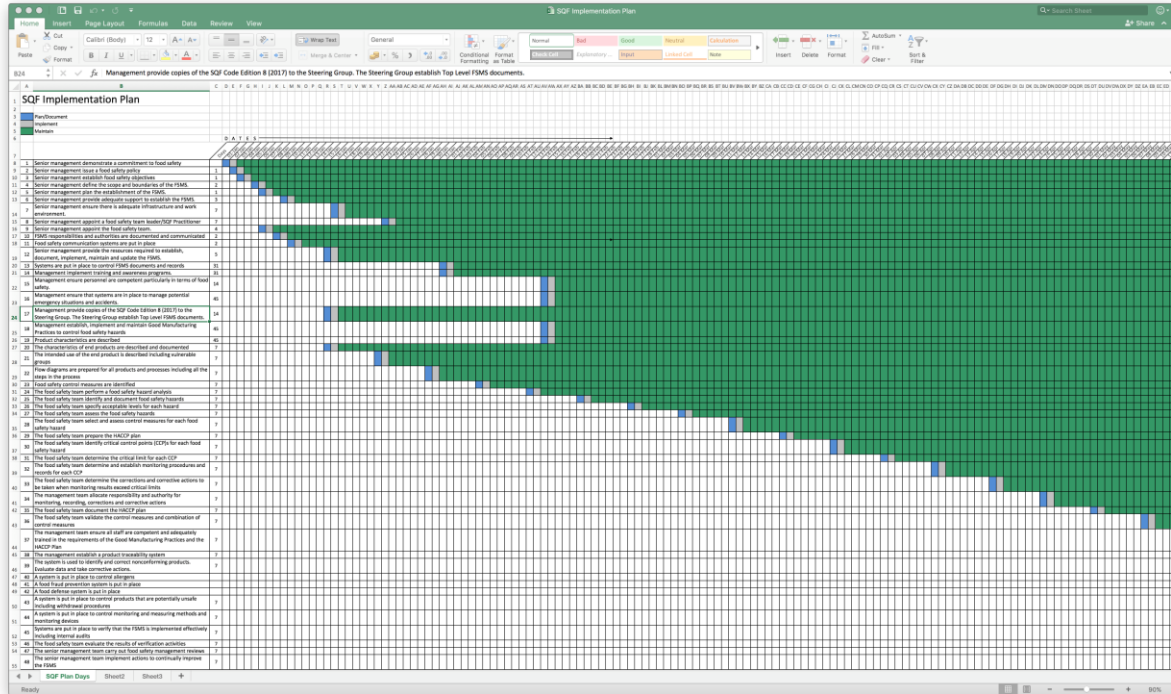
The main document in the folder is the **SQF 8 Food Implementation Workbook**

3
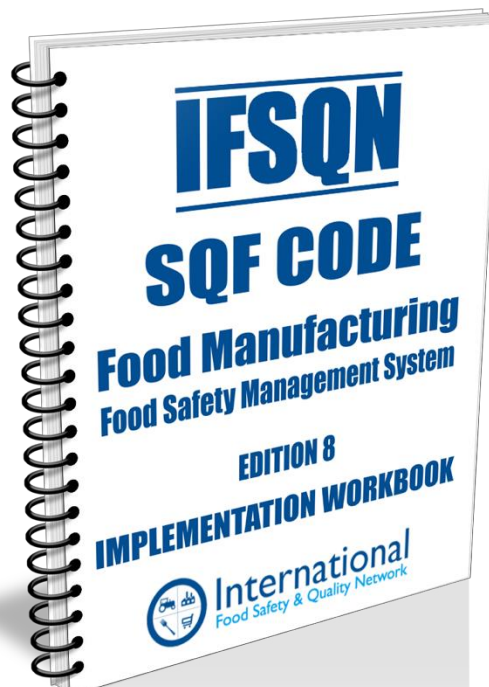
This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Safety Management System fundamental documents including Food Safety Policies and Objectives.

The checklists and guidance includes:
Defining the Scope of the Food Safety Management System
Providing adequate support and infrastructure to establish the FSMS
Allocating Responsibility and Authority
Establishing a Food Safety Management System Steering Group, the Food Safety Team and a Product Recall/Crisis Management Team
Establishing Food Safety Responsibility & Authority Levels
Establishing Communication Channels

Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.
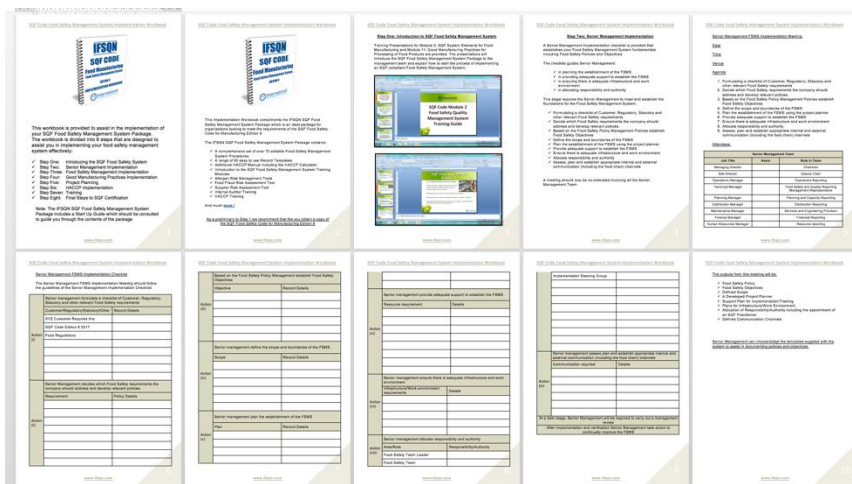
4

This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (19 page HACCP procedural template)
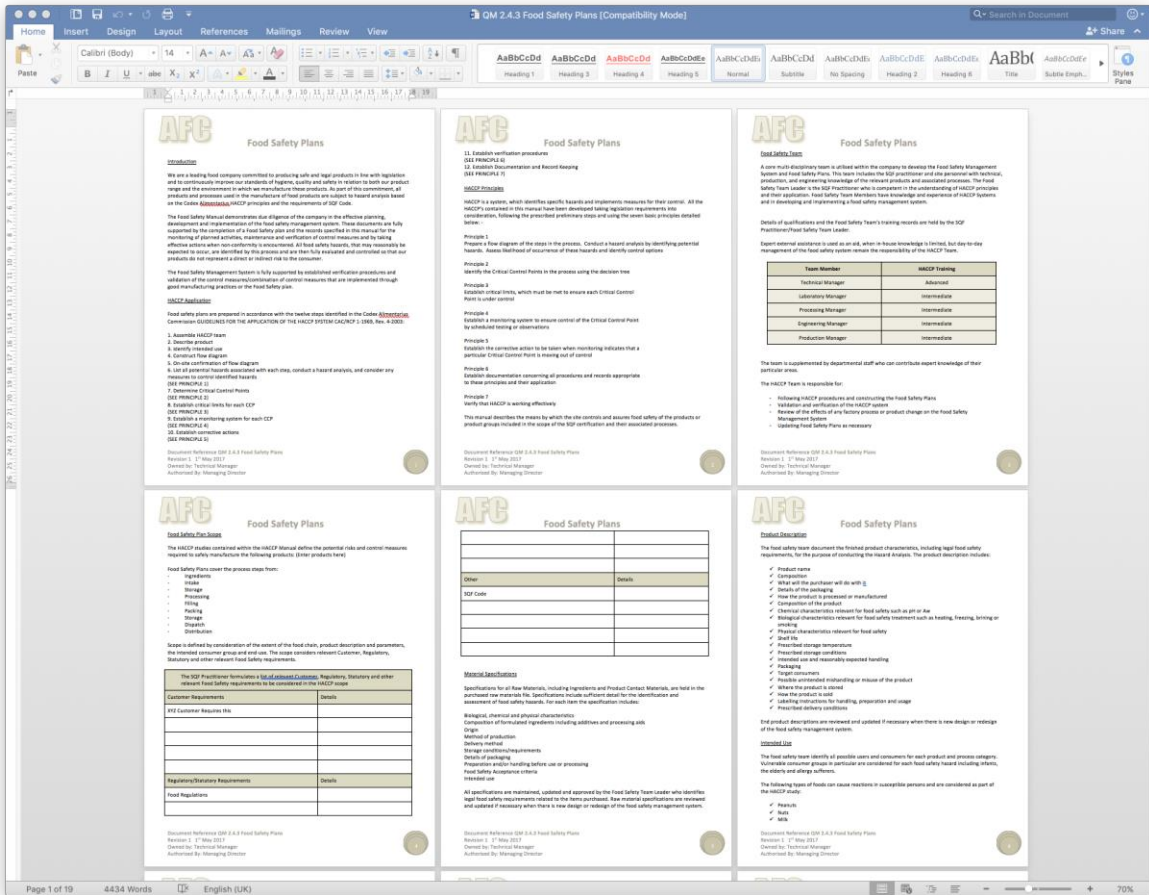
The main tools here are the SQF HACCP Calculator and instructions:

The next folder to open is the Verification Record Examples Folder

There are a range of verification records.

Verification Record Examples

Name

- Control of Brittle Materials Verification Record.docx
- Control of First Aid Dressings Verification.docx
- Control of Knives Verification Record.docx
- Control of Visitors and Sub-Contractors Verification Record.docx
- Despatch and Distribution Verification Record.docx
- Glass & Brittle Material Breakage Procedure.docx
- Glass Policy Verification Record.docx
- Hygiene and Housekeeping Management Verification Record.docx
- Hygiene Code of Practice Verification Record.docx
- Hygiene Policy Verification Record.docx
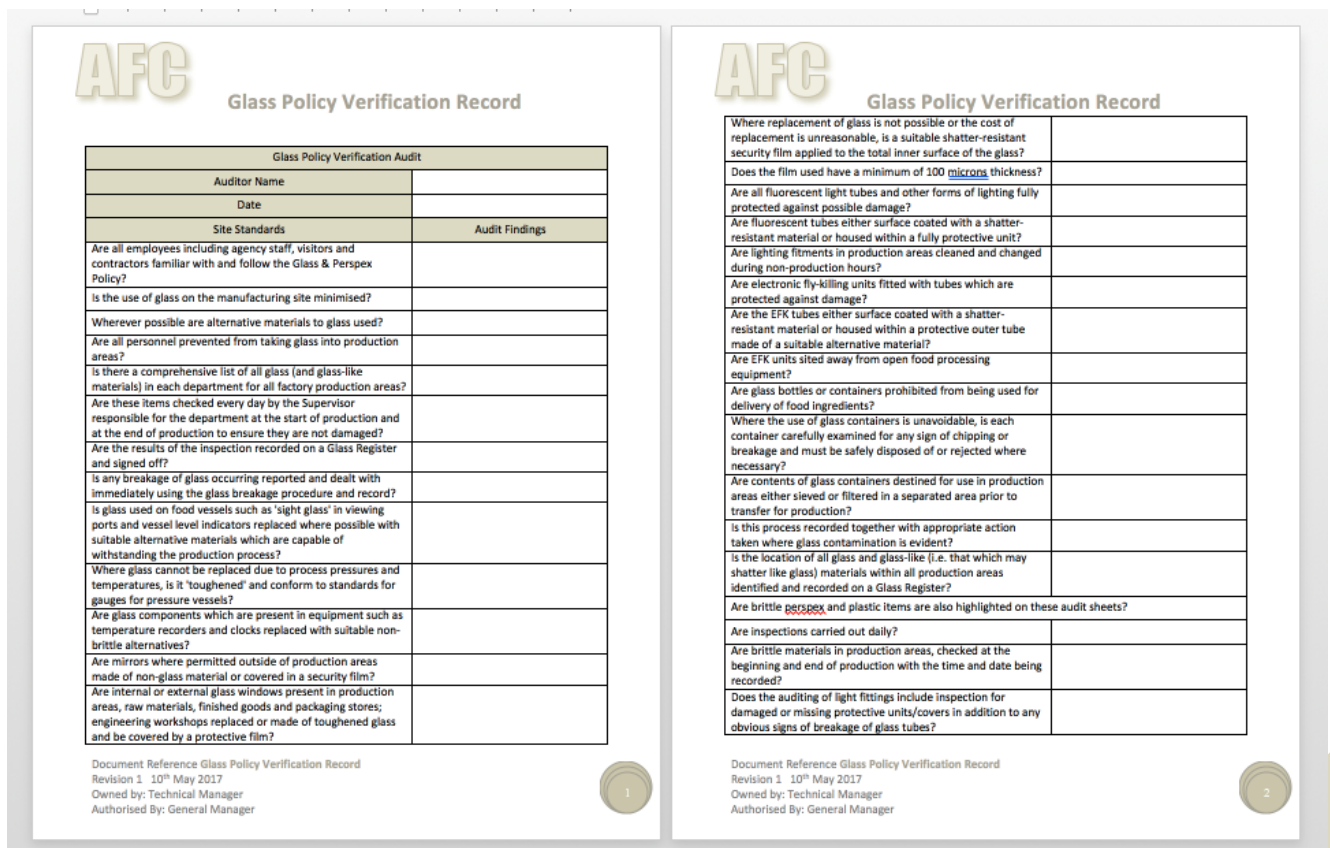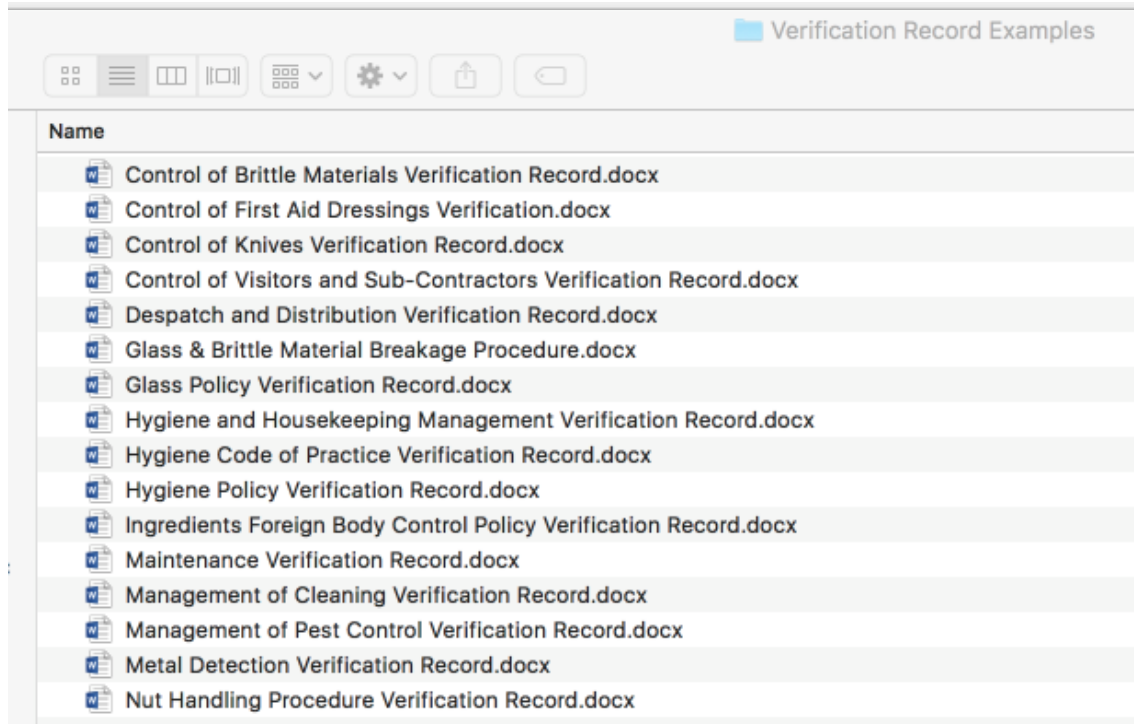- Ingredients Foreign Body Control Policy Verification Record.docx
- Maintenance Verification Record.docx
- Management of Cleaning Verification Record.docx
- Management of Pest Control Verification Record.docx
- Metal Detection Verification Record.docx
- Nut Handling Procedure Verification Record.docx

AFC — Glass Policy Verification Record

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	**Audit Findings**
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to standards for gauges for pressure vessels?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	

Document Reference Glass Policy Verification Record
Revision 1   10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

AFC — Glass Policy Verification Record

Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100 microns thickness?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fitments in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	

Document Reference Glass Policy Verification Record
Revision 1   10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

17

The next folder to open is the Allergen Management Folder

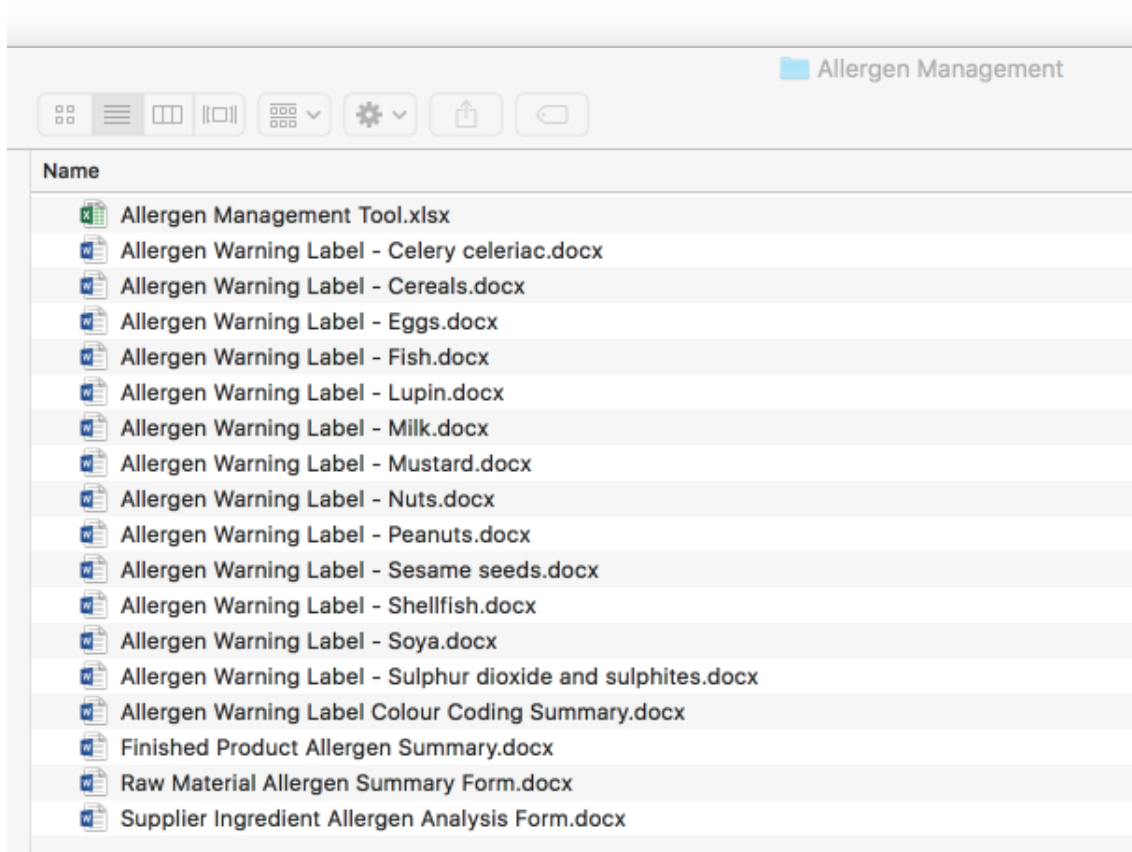This folder contains supplementary documentation to:
QM 2.8.1 Allergen Management
QM 2.8.1A Allergens
QM 2.8.1B Allergen Clean Validation
QM 2.8.1C Allergen Clean Verification
QM 2.8.1D Appendix Ingredient Allergen Management - Colour Coding

It includes the Allergen Management Tool that is referred to in QM 2.8.1 Allergen Management

18